MAIN HRS
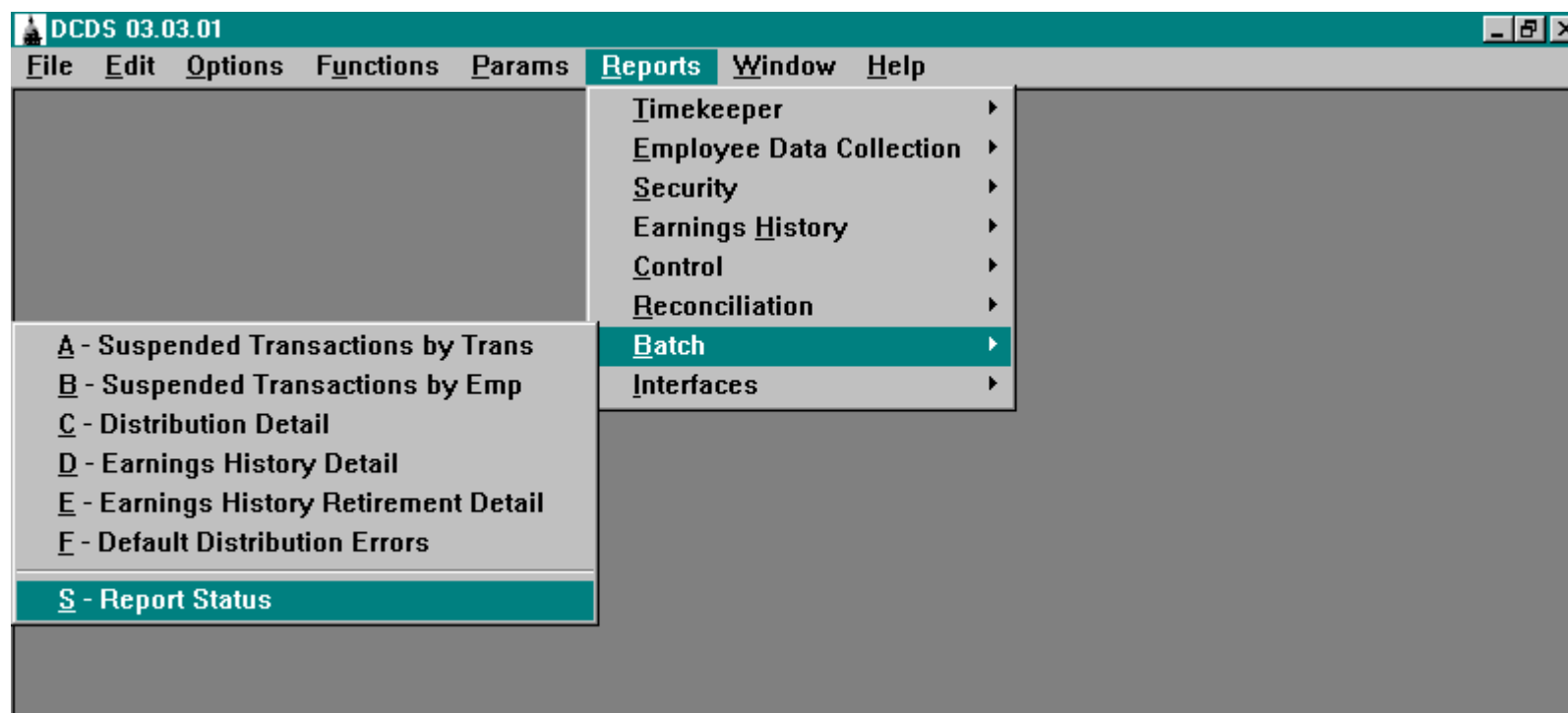
Batch Report Status

Main Menu

The Report Status window allows a user to check whether a Batch Report has been processed and sent to its destination.

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Selection Tab

The following window is displayed when <u>R</u>eports, <u>B</u>atch, <u>S</u> – Report Status is selected from the menu. The steps are described on the following page.

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Batch Report Status
Selection Tab (Selection Criteria)

Follow the steps below to select a report.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter a department number.
2	Agency*	Select the appropriate agency number from the dropdown list or enter an agency number.
3	Requestor	Enter the User ID (in upper case) of the person requesting the status.
4	Status	Select the appropriate Status (Any Status, Completed, Failed, Pending).
5	Report Name	Select the appropriate report from the dropdown list. If no report is selected, all reports that have been requested will display in the Selection List window.
6	Start Date*	Enter the begin date of the data being requested (i.e., pay period begin date). The current date is automatically displayed.
7	Select Button	Click on the Select button located at the top right-hand corner of the window (or press Alt + L). A list of the reports will appear in the Selection List window.
8	Selection List Window	Highlight the appropriate report and click on the Detail or Parameters tab to view more information on the report.

*indicates a required field that must be entered

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Selection Tab (Selection List)

The following is displayed:

Field Name	Description
Name	The title of the report requested.
Status	The Status of the report (C-Completed, F-Failed, P-Pending).
Start Date	The date the report was requested.
Completion Date	The date the report was processed.
Destination	Where the report is printed.

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Batch Report Status – Detail Tab

The following window is displayed when the Detail tab is selected:

Detail Tab

The following is displayed:

Field Name	Description
Report Name	The title of the report requested.
Requested By	The User ID of the person who requested the report.
Requested At	The date and time the report was requested.
Report Status	The Status of the report (Completed, Failed, Pending).
Request Number	A number which identified the request.
Report Number	The number which identifies the report.
Requested Start Date	The begin date of the data to be reported (i.e., pay period begin date).
Completion Date	The date the report was processed.
Requestor Dept.	The department code of the department requesting the report.

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Detail Tab *(Continued)*

Field Name	Description
Freq Type	The frequency of when a report is to be run (daily, weekly, monthly, quarterly, yearly). When a type is **not** indicated, the report is run only once.
Requestor Agy.	The agency code of the agency requesting the report.
Freq Value	A numeric value which indicates the timeframe of the report (i.e. every 7 days, biweekly (2) etc.). This field will be blank for a one time report.
Destination	Where the report is printed.

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Batch Report Status - Parameters Tab

The following window is displayed when the Parameters Tab is selected:

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Parameters Tab

The following is displayed:

Field Name	Description
Requested By	The User ID of the person who requested the report.
Requested At	The date and time the report was requested.
Requestor Dept.	The department code of the department requesting the report.
Requestor Agy.	The agency code of the agency requesting the report.
Start Date	The begin date of the data to be reported (i.e., pay period begin date).
Status	The Status of the report (Completed, Failed, Pending).
Name	The title of the report requested.
Destination	Where the report is to be printed.

Parameters *(Continued)*

Field Name	Description
Parameter	The user defined detail to be included in the report (i.e. Social Security Number, Start Date, End Date etc.). The parameters vary depending on the specific batch report.
Operator Value	User defined criteria for the detail of the report. This varies per batch report.
Sort Order	Indicates the order the data is to be sorted (alphabetic, numeric etc.)
Sort Sequence	Indicates the sequence of data to be reported (i.e., Social Security Number, Name etc.)

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